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AGENDA City of Milton Common Council Tuesday, December 2, 2014 7:00 p.m. MILTON CITY HALL Council Chambers, 710 S. Janesville Street

- 1. Call to order and confirmation of appropriate meeting notice
- 2. Public comments regarding items which can be affected by Council Action (Presenters must sign in with the City Clerk in order to speak)
- 3. Approval of the Consent Agenda
 - a. Common Council Minutes November 18, 2014
 - b. Tourism Development Committee Minutes October 23, 2014
 - c. Personnel & Finance Committee Minutes November 18, 2014

4. New Business

- a. Discussion and possible action on the Revocation of a "Class B" Alcohol License for Liberty Station Enterprises LLC, DBA Buckaroo's BBQ at 231 Front Street – 1 attachment
- b. Preliminary Resolution #2014-25 Vacating a Portion of Chicago Street (C.T.H. "M") 2 attachments
- c. Discussion and possible action on the Special 2014 Budget Allocation to the Fire Department
- d. Discussion and possible action on Property Tax Collections in 2015 and beyond
- e. Discussion and possible action on Employee Handbook updates
- f. Approval of lease agreements for the end loader and skid loader
- g. Discussion and possible action regarding City of Milton financial contribution for the Innovation Express

5. General Items

- a. Next meeting January 2, 2015
- b. Mayor/Alderperson Reports
- c. Staff Reports
 - 1. City Administrator
 - 2. Director of Public Works
 - 3. Chief of the Police Department
 - 4. Director of Library
 - 5. Chief of the Jt. Fire Department

Common Council Mission Statement: With integrity and involved citizens, the City of Milton Common Council will strive to preserve a high quality of life, meet the public's needs with cost effective services, and foster a community in which people are proud to live.

- 6. City Clerk
- 7. City Treasurer
- 6. Motion to Adjourn

**Please note that upon reasonable notice, at least 48 hours in advance, efforts will be made to accommodate the needs to disabled individuals through appropriate aids and services. For additional information to request this service, please contact the City Clerk's office at 868-6900, 710 S. Janesville Street, Milton, WI 53563.

Posted at: Dave's Ace Hardware, Piggly Wiggly, City Hall

Common Council Mission Statement: With integrity and involved citizens, the City of Milton Common Council will strive to preserve a high quality of life, meet the public's needs with cost effective services, and foster a community in which people are proud to live.

City of Milton Common Council ~ Tuesday, November 18, 2014

Call to order and confirmation of appropriate meeting notice

Mayor Frazier called the meeting to order at 7:00 pm. Clerk Berg confirmed the appropriate meeting notices were posted.

Present: Mayor Brett Frazier, Ald. Lynda Clark, Ald. Theresa Rusch, Ald. Don Vruwink, Ald. Dave Adams, Ald. Anissa Welch and Ald. Nancy Lader.

Also Present: City Administrator Al Hulick, City Clerk Elena Berg, City Attorney Mark Schroeder, Finance Director/Treasurer Dan Nelson, Police Chief Dan Layber, Director of Public Works Howard Robinson, Fire Chief Loren Lippincott, and Library Director Lisa Brooks.

Welcome citizens and address their questions and concerns not on the agenda

Mayor Frazier welcomed those in attendance and asked if there were any registered speakers. There were none.

Presentation by Ald. Lynda Clark on the League of Municipalities Annual Conference.

Ald. Lynda Clark was present to provide a presentation to the Council.

Approval of the Consent Agenda

Ald. Adams moved to approve the consent agenda. Ald. Clark seconded the motion and carried.

City of Milton 2015 Budget Public Hearing and Presentation.

Mayor Frazier opened the public hearing at 7:18 p.m.

Speakers included:

Herb Stinkski of 321 Rogers Street, Milton, WI.

Mayor Frazier closed the public hearing at 7:26 p.m.

New Business

<u>Discussion and possible action on Resolution #2014-23, Establishing Criteria for Class "A"</u> and "Class A" Alcohol Licenses Which Exceed the Quota.

Ald. Clark moved to adopt Resolution #2014-23 Establishing Criteria for Class "A" and "Class A" Alcohol Licenses Which Exceed the Quota. Ald. Vruwink seconded the motion and carried unanimously.

<u>Discussion and possible action regarding Resolution #2014-24 – A Resolution Adopting a Budget, Appropriating Funds, Authorizing Expenditures and Levying a Tax by the City of Milton for the Fiscal Year ending December 31, 2015.</u>

Clerk Ebbert stated this Resolution pertains for former Hwy 59 also known as E. High Street from the Janesville Street intersection east to the edge of the City limits.

Ald. Clark moved to adopt Resolution #2014-24 A Resolution Adopting a Budget, Appropriating Funds, Authorizing Expenditures and Levying a Tax by the City of Milton for the Fiscal Year ending December 31, 2015 as presented with the reallocation of \$5000 to be moved from Economic Development Expenditures to Culture, Recreation, & Education Expenditures and the requirement of a Request For Proposals (RFP) for the City of Milton Comprehensive Plan Update project. Ald. Welch seconded the motion and carried 4-2 with Ald. Adams and Ald. Lader in dissent.

Discussion and possible action on the Kwik Trip Site Plan Appeal.

Ald. Vruwink moved to approve the Kwik Trip Site Plan Appeal. Ald. Lader seconded the motion and carried.

General Items

Next meeting - Tuesday December 16, 2014

Mayor/Alderperson Reports

No report available.

Staff Reports

City Administrator

• Thanked all City Employees for their contribution to the 2015 Budget.

Director of Public Works

- Thanked his staff for their contributions to the 2015 Budget.
- Brush collection was completed November 18, 2014.
- Reported that this was the first time in over 30 years that we had to plow before Thanksgivng.

Chief of the Police Department

- Snow fall courtesy notices were issued after the first snow fall instead of parking tickets
- One of the three furnaces in the Police Department is not working.

Director of Library

- Capital Campaign is going well.
- Students are providing IT help to senior citizens.

Chief of the Jt. Fire Department

• I90 road construction is scheduled to start in July 2015 and will affect traffic patterns for the City of Milton.

Finance Director/City Treasurer

• Tax bills will be going out mid-December.

City Clerk/Deputy Treasurer

- Provided a summary of the General Election held on November 4, 2014.
- Reported the election dates for 2015 will be February 17, 2015 and April 7, 2015.

Motion to Adjourn

Ald. Vruwink moved to adjourn the meeting at 8:24 pm. Ald. Lader seconded the motion and carried.

Respectfully submitted

Elena Berg City Clerk

City of Milton Tourism Development Committee October 23, 2014

Call to order

Administrator Hulick called the October 23, 2014 meeting of the Tourism Development Committee to order at approximately 8:35 a.m.

Present: Tony Astin, Ald. Lynda Clark, Gail Nordlof, Tami Dosch, and Beth Drew.

Also Present: City Administrator Al Hulick and Assistant to the City Administrator Inga Cushman.

Approve Agenda

T. Astin motioned to approve the agenda. G. Nordlof seconded, and the motion carried.

Approve Minutes – September 25, 2014

Ald. Clark motioned to approve the minutes. T. Dosch seconded, and the motion carried.

Discussion and possible action on the 2015 Rock County Tourism Guide advertisement

The committee discussed edits for the advertisement. Assistant Cushman will work with G. Nordlof on potential layout changes and edits.

2015 Budget Request

Administrator Hulick stated that the Tourism Development Committee had \$2,500 in the 2014 budget, which included a contribution to the Milton Area Chamber of Commerce (MACC). The 2015 proposed budget has approximately \$5,000 for tourism and the MACC contribution is a separate line item.

Mission Statement

The committee discussed examples that G. Nordlof developed.

Ald. Clark motioned to approve the mission statement as follows:

"The mission of the City of Milton Tourism Development Committee is to promote and improve the City's image as a great place to visit, to attract increased numbers of travelers, and to increase tourist spending in Milton."

B. Drew seconded, and the motion carried.

General Items

Ald. Clark discussed her experience at a conference she attended through the League of Wisconsin Municipalities.

Set Next Meeting Date

The next meeting of the Tourism Development Committee will be held on November 20, 2014 at 8:30 a.m.

Motion to Adjourn
G. Nordlof motioned to adjourn the October 23, 2014 meeting of the Tourism Development Committee at approximately 9:14 a.m. B. Drew seconded, and the motion carried.

Respectfully Submitted,

Inga Cushman

Assistant to the City Administrator

City of Milton Personnel & Finance Committee November 18, 2014

Call to order

Chairperson Ald. Dave Adams called the November 18, 2014 meeting of the Personnel & Finance Committee to order at approximately 6:30 p.m.

Present: Chairperson Ald. Dave Adams, Ald. Theresa Rusch, and Ald. Anissa Welch.

Also Present: Ald. Lynda Clark, Ald. Nancy Lader, Ald. Don Vruwink, City Administrator Al Hulick, Finance Director/Treasurer Dan Nelson, Department of Public Works Director Howard Robinson, Police Chief Dan Layber, Fire Chief Loren Lippincott, and City Clerk Elena Berg.

Excused Absence: None.

Approve Agenda

Ald. Rusch motioned to approve the agenda. Ald. Welch seconded, and the motion carried.

Approve Minutes – October 21, 2014

Ald. Rusch motioned to approve the minutes. Ald. Welch seconded, and the motion carried.

Discussion and possible action approving issued Operator License

ACA Cushman stated that one operator license has been issued for Carolyn A. Kuhar since the October Personnel & Finance Committee meeting after successful background checks were completed. Staff recommends approval of these licenses.

Ald. Rusch motioned to recommend to Council to approve the issued operator license as presented. Ald. Welch seconded, and the motion carried.

<u>Discussion and possible action on Resolution #2014-23 Establishing Criteria for Class "A"</u> and "Class A" Alcohol Licenses Which Exceed the Quota

Ald. Welch motioned to recommend to Council to approve Resolution #2014-13 creating a criteria which can be used when evaluating potential Class "A" and "Class A" Alcohol License requests that exceed the existing quota as established in Section 14-400(a)(1) of the Code of Ordinances of the City of Milton as presented. Ald. Rusch seconded, and the motion carried.

Discussion and possible action on City Hall Hours for December 31, 2014

Ald. Rusch motioned to recommend to Council to approve City Hall to be closed to the public at noon on New Year's Eve. Ald. Welch seconded, and the motion carried.

Discussion and possible action approving the Treasurer's Report – October 2014

Ald. Welch motioned to recommend that the Common Council approve the October 2014 Treasurer's Report. Ald. Rusch seconded, and the motion carried.

General Items

No general items

Next Meeting – Tuesday, December 16, 2014

The next meeting of the Personnel & Finance Committee will take place on December 16, 2014.

Motion to Adjourn

Ald. Welch motioned to adjourn the November 18, 2014 meeting of the Personnel & Finance Committee at 6:53 p.m. Ald. Rusch seconded, and the motion carried.

Respectfully Submitted,

Elena Berg City Clerk



To: Mayor Frazier, Common Council Members

From: Al Hulick, City Administrator

Date: December 2, 2014

Subject: Discussion and Possible Action on the Revocation of a Class "B" Alcohol License for

Liberty Station Enterprises LLC, DBA Buckaroo's BBQ at 231 Front Street

Summary

On October 31, 2012 a fire occurred at Buckaroo's BBQ and Bucked Off Saloon which caused a cease in operations at that time. Sec. 14-482 of the City's General Code of Ordinance states that any license duly issued which is not used for 90 consecutive days shall be subject to review and possible revocation by the Common Council.

Since the time of the fire, the City has not received any new requests for additional Class B licenses. Therefore, the revocation of Buckaroo's license was never called into question. However, at this time, the City has received a request for a Class B license, which has prompted Staff to bring forward this request for review and possible revocation by the Common Council.

Background

Based on a formula that is tied to population, the City is currently able to issue ten (10) Class B Alcohol Licenses (9 licenses + 1 reserve). At this time, the City has issued all available licenses. The request for an additional license comes from the new owners of the Caddyshack located at 233 N. Janesville St. The previous owners of the Caddyshack have sold their business and will be required to relinquish their existing Reserve Class "B" License. The new owners of the Caddyshack would like a Class "B" Liquor License, but do not want the Reserve Class "B" due to the \$10,000 fee associated with a reserve license.

The owners of Buckaroo's have continued to apply and receive their regular Class "B" license since the fire occurred in 2012. The owners have indicated they hope to reopen their establishment very soon. However, before opening, the operator would need to pass a liquor license and occupancy inspection.

If the City Council chooses to revoke Buckaroo's license, the City will need to formerly summons the license holder who will be provided an opportunity to testify to the City Council. If the Council chooses to do so, Staff will issues said summons, begin the noticing process, and place this revocation on a future agenda for formal action.

Analysis

Enough liquor licenses exist to accommodate both Buckaroo's and the Caddyshack. However, the question comes down to classification of licenses. Buckaroo's currently holds a regular Class "B" license, but has been inactive for several years. Caddyshack could request a Reserve Class "B" license, but would prefer the regular Class "B" to avoid the additional costs associated with that license.

Recommendation

The City Council has the discretion to review and revoke a license that has been inoperative for greater than 90 consecutive days. The sole discretion to revoke this license lies with the City Council.



To: Mayor Frazier, Common Council Members

From: Al Hulick, City Administrator

Date: December 2, 2014

Subject: Preliminary Resolution #2014-25 Vacating a Portion of Chicago Street (C.T.H.

"M")

Summary

During the S.T.H. 26 By-Pass project, C.T.H. M was realigned to create an intersection with S.T.H. 59 at Sunnyside Drive. Although C.T.H. M was completely rerouted, the former right-of-way was never formally vacated.

A development proposal is requesting a land division along Gateway Drive which will require the formal vacation of C.T.H. M along its former alignment. Preliminary Resolution #2014-25 vacates that portion of C.T.H. M that was the former right-of-way in its entirety. The Plan Commission will need to hold a public hearing on this item at their December 9th meeting. Due to State noticing requirements, the City Council will not be able to take formal action on the vacation until their January 6, 2015 meeting. A public hearing will be held at that time as well.

Recommendation

To approval Resolution No. 2014-25 which sets the Plan Commission Public Hearing for the vacation of a portion of Chicago Street (C.T.H. "M") for December 9, 2014 and the Common Council Public Hearing date for January 6, 2015.

PRELIMINARY RESOLUTION #2014-25 VACATING PORTION OF CHICAGO STREET (C.T.H. "M")

Pursuant to the authority contained in Wis. Stats. §66.1003(4), the Common Council of the City of Milton do resolve as follows:

- 1. Public interest requires vacation, abandonment and discontinuance of a portion of the following public street in the City of Milton as follows:
 - A. THAT PART OF CHICAGO STREET (C.T.H. "M") LOCATED ON LOT 2 OF A CERTIFIED SURVEY MAP AS RECORDED IN VOLUME 36, PAGES 269 THRU 272 OF CERTIFIED SURVEY MAPS OF ROCK COUNTY, WISCONSIN AS DOCUMENT NO. 2012940 AND ALSO LOCATED IN THE NE ¼ OF THE NW ¼ AND IN THE SE ¼ OF THE NW ¼ OF SECTION 35, T.4N., R. 13E. OF THE 4TH P.M., CITY OF MILTON, ROCK COUNTY, WISCONSIN.

DESCRIBED AS FOLLOWS: Commencing at an Aluminum Monument at the North ¼ Corner of said Section 35; thence S.0°36′54″E. along the North-South Centerline of said Section, 1288.54 feet to the South Line of State Highway "59"; thence N.88°47′41″W. along said South Line, 543.81 feet to the East Line of Chicago Street, also being at the place of beginning; thence S.41°53′02″E. along said East Line, 486.11 feet to the North Line of Commerce Way; thence S.89°18′20″W. along said North Line, 87.70 feet to the West Line of Chicago Street; thence N.41°53′02″W. along said West Line, 490.09 feet to said South Line of State Highway "59"; thence S.88°47′41″E. along said South Line, 90.37 feet to the place of beginning.

B. THAT PART OF CHICAGO STREET (C.T.H. "M") LOCATED ON LOT 2 OF A CERTIFIED SURVEY MAP AS RECORDED IN VOLUME 30, PAGES 236 THRU 239 OF CERTIFIED SURVEY MAPS OF ROCK COUNTY, WISCONSIN, AS DOCUMENT NO. 1767299 AND LOCATED ON LOT 1 OF A CERTIFIED SURVEY MAP RECORDED IN VOLUME 36, PAGES 269 THRU 272 OF CERTIFIED SURVEY MAPS OF ROCK COUNTY, WISCONSIN, AS DOCUMENT NO. 2012940 AND ALSO LOCATED IN THE NE 1/4 OF THE NW 1/4 OF SECTION 35, T.4N., R.13E. OF THE 4TH P.M., CITY OF MILTON, ROCK COUNTY, WISCONSIN.

DESCRIBED AS FOLLOWS: Commencing at an Aluminum Monument at the North 1/4 Corner of said Section; thence S.0°36'54"E. along the North-South Centerline, 1288.54 feet to the South Line of State Highway "59"; thence N.88°47'41"W. along said South Line, 543.81 feet to the East Line of Chicago Street; thence N.41°53'02"W. along said East Line, 150.67 feel to the North Line of State Highway "59", also being at the place of beginning; thence N.88°47'15"W. along said North Line, 90.39 feet to the West Line of Chicago Street; thence N.41°53'02"W. along said West Line, 366.05 feet; thence N.41°48'36"W. continuing along said West Line, 259.87 feet to the South Line of Gateway Drive; thence S.87°58'48"E. along said South Line, 91.49 feet to said East Line of Chicago Street; thence S.41°48'36"E. 196.47 feet; thence

S.41°53'02"E. continuing along said East Line, 427.76 feet to the place of beginning.

C. THAT PART OF CHICAGO STREET (C.T.H. "M") LOCATED ON LOT 1 OF A CERTIFIED SURVEY MAP AS RECORDED IN VOLUME 30, PAGES 236 THRU 239 OF CERTIFIED SURVEY MAPS OF ROCK COUNTY, WISCONSIN AS DOCUMENT NO. 1767299 AND ALSO LOCATED IN THE NE 1/4 OF THE NW 1/4 OF SECTION 35, T.4N., R.13E. OF THE 4TH P.M., CITY OF MILTON, ROCK COUNTY, WISCONSIN.

DESCRIBED AS FOLLOWS: Commencing at an Aluminum Monument at the North 1/4 Corner of said Section; thence S.0°36'54"E. along the North-South Centerline of said Section; 1288.54 feet to the South Line of State Highway "59"; thence N.88°47'41"W. 543.81 feet to the East Line of Chicago Street; thence N.41°53'02"W. along said East Line, 578.43 feet; thence N.41°48'36"W. continuing along said East Line, 196.47 feet; thence N.41°47'42"W. continuing along said East Line, 91.47 feet to the North Line of Gateway Line, also being at the place of beginning for the land to be herein described; thence N.87°58'48"W. along said North Line, 91.47 feet to the West Line of Chicago Street; thence N.41°47'42"W. along said West Line, 180.55 feet; thence N.0°42'51"W. 100.44 feet to said East Line, thence S.41°47'42"E. along said East Line, 319.58 feet to the place of beginning.

- 2. The same is hereby vacated and discontinued subject, however, to the right of the public and abutting adjacent land owners to appear and be heard upon said preliminary resolution at a public hearing to be held in the City Hall of the City of Milton located at 690 South Janesville Street on December 2, 2014 at 7:00 p.m. and that due notice was given to the public as provided by law.
- 3. The preliminary vacation of same is further referred to the Plan Commission pursuant to Section 58-35(d) of the Municipal Code for amendment of the official city map subject to the right of the public to appear and be heard upon said map amendment at a public hearing to be held in the City Hall of the City of Milton located at 690 South Janesville Street on December 9, 2014 at 5:00 p.m. and that due notice was given to the public as provided by law.
- 4. A final resolution vacating and discontinuing a portion of the public street described above may be adopted following said public hearing on January 6, 2015.
- 5. The Clerk is directed to provide notice of said public hearings by publication or posting as provided by law.

posting as provided by law.	
Approved by the Common Council of the C 2014.	ity of Milton this day of,
	City of Milton
E	By: Brett Frazier

Mayor

	Attest:
The foregoing Resolution is a true and correct copy	Elena Berg Clerk of the original on file in my office.
	Elena Berg Clerk



To: Mayor Frazier, Common Council Members

From: Al Hulick, City Administrator

Date: December 2, 2014

Subject: Tax Year 2015 tax collections and beyond

Summary

The City of Milton is the only City in Rock County that currently collects and processes property tax payments at the local City Hall from December through January 31. The Administration is seeking approval to eliminate property tax processing in 2015 (beginning December 2015 & beyond). Residents would be able to make electronic payments through the County's website, mail payments to Rock County, or in person at the County offices. Staff is asking for this decision in advance of the 2014 tax collection period so information can be communicated to the mortgage companies and residents during the 2014 collection period. Staff recognizes, through this change, there will still be several payments mailed to City Hall that staff will still need to forward to the County for processing. However, collecting payments and sending them to the County is much more efficient and cost effective then processing them all at Milton City Hall.

Staff has contacted Denise Cole, Deputy County Treasurer, who expressed no concerns about Rock County collecting and processing City of Milton property taxes.

Background

City Hall staff has undergone a number of changes in staffing levels over the past several years. In 2011 and prior, City Hall staff consisted of six FTE's and one part-time employee. In 2012, this was reduced to five FTE's and one part-time employee. In 2013, this changed to five FTE's, one youth apprentice, and one part-time employee.

In 2013 leave balances were reallocated to a PTO methodology in order to reduce the City's long-term sick leave liability. This added the equivalent of 50 additional days of time off for City Hall staff. This change created a situation in which employees "bank" their time until the end of the year to protect themselves against any potential situation that may result in their unanticipated absence from work (sick, injured, family emergency, etc.). If employees do not use PTO time, they can role this time into their medical leave bank, or lose that benefit. Therefore, the City is either absorbing additional future liabilities, or employees are diminishing their own benefits. Neither which is preferred. Benefits are provided to be utilized accordingly.

Additionally, City Hall staff has taken on additional responsibilities for fire department bookkeeping, payable processing, payroll processing, and bi-weekly payroll processing of the



Gathering Place. These services have expanded City Hall staff duties, while seeing a smaller workforce to handle this work.

Lastly, there are a number of year-end processing activities that all municipalities face. These process are essential functions that Cities are required by law to process:

- 1. 1099 forms being sent to City vendors
- 2. W-2 forms being sent to all employees
- 3. Updating of payroll tax tables (withholdings, deduction changes for next year, etc)
- 4. Ensuring year-end transactions are recorded in the proper years

Although these processes are a priority from a legal stand point, they become secondary priorities during normal work day due to the logistics of property tax processing and the sheer volume of traffic that is present at City Hall during the months of December and January. Often the above activities are completed with an increase to hourly wages, over time or comp time.

Request

The City has experienced a number of factors which have placed additional burden on City Hall staff. Although staff has responded admirably to these new constraints, the City is always looking to create greater efficiencies in how we provide our core services to the citizens of Milton.

As the size and available work hours of City Hall staff has decreased considerably over the past few years, the roles and responsibilities of staff have continued to increase. Therefore, staff has identified an alternate approach towards tax collection that would have a minimal impact to the citizens while allowing staff to focus more on core service provisions.

The County already collects and processes property tax payments from all other cities within Rock County. The total estimated direct cost to have the County collect and process tax payments would be \$1,200 to \$1,700. However, this cost would easily be absorbed through the decrease in hourly wages, overtime, comp time, and banked PTO that creates additional future liabilities to the City.

The Administration certainly recognizes this could be perceived as a reduction in service to the citizens. However, as technology continues to increase, the options for citizens to pay their taxes unilaterally continues to expand. Because these options continue to expand, the Administration believes the costs outweigh the benefits to continue property tax processing at City Hall. The discontinuation of tax collections at City Hall is a prudent alternative service provision that allows staff to focus on key service provisions and brings the City of Milton into line with all other Cities in Rock County. Therefore, staff requests the City Council's approval to discontinuation the processing of property tax payments at City Hall in 2015.



To: Mayor Frazier, Common Council Members

From: Al Hulick, City Administrator

Date: December 2, 2014

Subject: Milton Joint Fire Department 2014 Budget Appropriation

Summary

At their November 18, 2014 meeting, the Joint Fire Commission discussed a budget shortfall of approximately \$50,000 for the 2014 fiscal year. Fire Department Staff requested the Joint Fire Commission make a special budget appropriation not to exceed \$50,000 to fully fund their December 2014 expenses. This request has been placed on the December 2nd City Council Agenda. The Milton Town Board will take action at their December 8th meeting. The Joint Fire Commission will reconvene on December 17th to take final action on the request.

Analysis

According to Chief Lippincott's analysis and staff's review of Fire Department Operations, there are a number of factors that contributed to this shortfall. These include, but are not limited to, the following: increased call volumes, increased maintenance costs, decreased revenue, budget oversight, and the lack of a contingency/reserve fund.

The City of Milton does have a statutory duty to provide fire and EMS service to the City and a fiduciary duty to the Joint Fire Commission. Therefore, if the budget shortfall is not reconciled, the City could look to surrounding municipalities for contractual services. However, in the short term, this would be a much costlier alternative than to pay for the City's portion (\$25,000) of the projected 2014 budget shortfall.

Options

The Milton City Council has been asked by the Joint Fire Department to review and approve the special budget appropriation of \$25,000 to the Joint Fire Department. Staff recommends the approval of the special appropriation to the Joint Fire Department to ensure their operations continue through the end of the year.

Additionally, the City Council may wish to consider the following contingencies when reviewing the special budget appropriation. These contingencies include, but are not limited to the following:

<u>Collection Agency:</u> The MFD contracts with Life Quest to assist in the recovering of billable service provisions. These billable service provisions account for a very large portion of the



MFD's budgeted annual revenue. The contract with Life Quest through February of 2015. Staff conducted a peer review of services utilized by other communities and found the current contract with Life Quest to be comparatively unfavorable to the MFD. Over the next 60 days, the City will assist the MFD through an RFP process to contract with a new collection agency.

Contingency Fund: The Milton City Council should direct the Joint Fire Commission to establish a progressive contingency fund for the MFD. This fund could be tiered to lessen the burden on the taxing jurisdictions, and should be established to create greater sustainability for the MFD. This contingency fund could start with the 2016 budget at 2% over the overall budget (\$14,000 total or \$7,000 from each jurisdiction) and should grow progressively to 10% over a series of years. It is irresponsible to operate a \$700,000 Department with no consideration for fluctuations in expenses and revenues for 13 months after budget adoption.

Independent Departmental Analysis: An independent analysis of Fire Department Operations should be conducted in 2015. This analysis would review the overall organizational structure as well as financials. This analysis would provide an independent view of what works, what doesn't, what can be improved, and what needs to change. Additionally, this review would focus on the expenses and revenues of the organization and address the sustainability of funding sources including tax levy. The cost of this analysis would be approximately \$15,000 and should be managed by the City of Milton and could be cost shared with the Town of Milton.

<u>Referendum:</u> The City of Milton and Town of Milton may wish to consider a referendum to increase the funding of the Joint Fire Commission. As the MFD continues to struggle annually to fund their operations, purchase new equipment, and pay competitive wages, it may be prudent to ask the electorate if they are willing to pay a nominal increase in their property taxes to ensure the MFD is adequately funded into the future. This option would depoliticize the decision making process and provide a true referendum of the service district's electorate to fully fund this service. This referendum would also allow the City and Town to fund the MFD outside of levy limits which would provide greater flexibility within each respective budget.



To: Mayor Frazier, Common Council Members

From: Inga Cushman, Assistant to the City Administrator

Date: November 25, 2014

Subject: Employee Handbook Updates

Discussion: The changes that have been presented to the Personnel & Finance Committee are the result of working with the Paid Time Off System for two years and the review of an HR Audit conducted by the City's liability insurance company.

The changes include the following:

- Based on the HR Audit, language regarding probationary periods has been removed.
- References to the City Treasurer have been changed to Finance Director / Treasurer.
- <u>4.01(7) Employment Categories, Elected Officials</u>: Elected Officials have been added as an employment category.
- <u>6.05(1) Overtime Compensation, Non-Emergency or Scheduled Overtime</u>: If a holiday is taken during the same week that overtime or comp time is earned, then the overtime or comp time will be earned at straight time and not 1½ times their rate of pay.
- <u>6.05(2) Overtime Compensation, Emergency or Unscheduled Overtime</u>: Emergency call-in work done within one-hour of scheduled work time will be paid for actual time worked.
- <u>6.05(4) Overtime Compensation, Flextime Scheduling</u>: The Assistant to the City Administrator has been added as a flextime eligible employee.
- <u>6.05(5) Overtime Compensation</u>, <u>Part-Time and LTE Police Officer Overtime Compensation</u>: The language was made clearer in reference to LTE Police Officers in this section.
- <u>7.02(3) Eligibility for Benefits, Other Employees</u>: This added section states that eligibility for benefit programs for all employees, other than full-time and part-time, will be dependent on the employment agreement.
- <u>7.03 Paid Time Off</u>: Staff made various updates to the Paid Time Off policy based on conversations with Department Directors and various situations that have occurred during the last year.
- <u>8.01 Medical Leave and 8.02 Family Leave</u>: These two policies will be combined into one based on an HR Audit recommendation and presented at the December 16th Personnel & Finance Committee meeting for consideration.
- <u>14.02 Drug & Alcohol Use and 14.07 Drug Testing</u>: These sections will be updated and presented at the December 16th Personnel & Finance Committee meeting.

Recommendation: To recommend to Council to approve the updates to the Employee Handbook as presented.